# SSMIT MEETING NOTES
# FOR AUGUST 7, 2001
# ALBUQUERQUE, NM

1.   OPENING. Debby Miller opened the meeting and gave an overview of how the meeting would be conducted.  Everyone self introduced.  The list of attendees is attached.

2.   DEAR CLAUSE. Cathy Tullis discussed need for a DEAR clause for contracts. Referenced DEAR 970.5204-2 Laws, Regulations, and DOE directives (Dec 2000). Cathy Tullis, NVO, took the lead to ensure that this initiative is completed.

3.   SIX-MONTH REPORT.  Shirley Baker briefed on the 6-month status report, which the Executive Committee (EC) had approved. See handout for details.

4.   ROUND ROBIN.  Debby Miller informed the group of the EC decision that sites may proceed with ISSM without the round robin or workshop. The general idea is to keep the round robin and workshop simple. Nevada and Oak Ridge want the visit.   Debby Miller with work with the sites to provide support.

5.   NNSI SUPPORT.

   a.   Jim Hickok briefed the plan for WSI/NNSI support of the ISSM program, which will include the following tasks: website, two videos for the start up, administrative support, and training as required. Funding for FY01 is available from ALO/NNSA (50K) and SO sources (75K).  NNSA HQ will provide sufficient funding for FY02.  SSMIT members provided input and suggestions for the content of the website and videos
   b.   The general consensus was to provide the best website available for the money. The SSMIT membership wants it to be interactive and connected to site websites.
   c.   The "How To" video will be developed first.  A modified video/picture montage will be placed on the website. This short piece will take the place of the 3-minute introductory video we initially planned.

6.   SSMIT MEETINGS.  Debbie Miller solicited ideas about the conduct and emphasis of future SSMIT meetings, which are listed below:

   a.   Combine the EC & SSMIT.
   b.   Stop other activities and concentrate on giving the sites tools with which to implement ISSM.

c. Stop the tendency to be too proscriptive.
d. Ensure that we get all of DOE involved.
e. Continue the SSMIT meetings, they are useful.
f. Work on migrating ISSM into a broader IM system. The consensus was to wait on this initiative for at least a year.

7. MILESTONES. August 2001—August 2002 Milestones. The following chart is a representation of how the SSMIT plans to prioritize its efforts for the next four quarters. The team mentioned in the chart is responsible for completing the action. Members and leads of the team are in paragraph 8.

| QTR | MILESTONES | TEAM |
|---|---|---|
| 4th QTR: Aug-Sept | 6-month report | Policy |
| | Website | Deployment |
| | Video-Intro | Deployment |
| | Offer of assistance visit | Deployment |
| | Best Practices Conference Call | Deployment |
| | DEAR Clause | Policy |
| 1st QTR: Oct-Dec | How to video | Deployment |
| | ISM Conference | Deployment |
| | Finalize guide for ISSM | Policy |
| | Metrics/Goal Development (lower cost, distribution ownership, customer satisfaction, simplicity) | Metrics |
| | Deploy Federal ISSM | Deployment |
| 2nd QTR: Jan-Mar | Annual Report | Policy |
| | Self Assessment Tool | Metrics |
| | Order Review (reasonable and sufficient) | Policy |
| 3rd QTR: Apr-Jun | IM Model | Policy |

8. TEAMS.

a. Deployment Team. Lead: Maggie Wood   Members: Jim Hickok, Barry Schwartz, John O'Brien, Robert Justice, Jon H. Todd, Stu Jossey, Bernie Pleau.

b. Policy and Reports Team. Lead: Cathy Tullis. Members: Jon Potter, Steve Yesner, Sharon Daly, Terry Owens, Carl Ostenak, Lynn Maestas, Debbie Volk, Mark Thornock.

c.  Metrics Team. Lead: Teri Lovato. Members: Shirley Baker, Joe Cohen, Terry Owens, Bill Kilmartin, Pat Hoopes, Peggy Montoya, Edwin Tippens and Lynn Maestas.

d.  ISM Lessons Learned, Tailoring to Requirements (handout)

9.  PRESENTATION: UC ISSM Gap Analysis Methodology, Carl Ostenak. Details are in the handout.

a.  ISSM is a top priority.
b.  ISSM is a way of doing business, and the focus of the business is work. Integration means security is an integral part of all work planning, performance, assessment, and improvement.
c.  Gap-analysis methodology: UC corporate workshop on 6/21-22/01 and issued UC guidance document on 7/11/01.
d.  Path forward for gap analysis, action plan, UCOP assessment, and ISSM "in place."

10.  PRESENTATION: Federal Model, Maggie Wood, Albuquerque Ops. Topic: ISSM at AL. Details in the handout.

a.  Building principles.
b.  Implementation: phase 1--launch-letter to employees; phase 2--data gathering; phase 3--analysis; and phase 4--mgmt review.
c.  Today: focus-group discussion questions.
d.  Future: develop AL ISSM goals (100 % compliance).
e.  Implementation: integration among many offices throughout U.S., technical champion, tailor products to meet needs, potential activities (newsletter, targeted desktop procedures, small group security awareness training, supervisor-lead security awareness training, line lead internal audits and self assessment, website), and measuring and monitoring progress.
f.  Management Review.

11.  PRESENTATION: Tailoring Requirements, Lynn Maestas, AL.  Details in handout.

a.  Methodologies: directives, standards/requirements, and work-smart standards.
b.  Each site will have to develop its own methodology.
c.  History of Safety program; how they developed their methodology.
d.  Order-reduction pilot program.
e.  Development of work-smart standards
f.  Benefits of tailoring requirements.

g. Common attributes for successful tailoring: well defined process; focused teams; stakeholder involvement; documentation of decisions and process.

12. DEPLOYMENT TEAM OUT BRIEF

a. Website content: introduction section with video/picture montage and contents of site; library/reference section with the following: ISSM executive council members and minutes, annual quarterly reports, and ISSM history; Frequently Asked Questions section, interactive site for Q&A (with controls and screened answers), hot security issues, ask the security wizard, what's new/success stories, awards, links to all the important websites, links to another agencies and other management systems, ISSM tools, site spotlight, gap analysis tools, and project plans. Caveats: no cookies, no java scripts, have to have Fed disclaimers, subscription service, hierarchy website, work with WSI/NNSI to reduce the formatting and get this posted in cost effective manner, e-mail list from CTA.

b. SSMIT e-mail list DUE end of August. POC Maggie Wood

c. Planning a teleconference. Planners will have to work around different site technology. E-mail all sites for times and dates. To be done in 1 ½ -2 weeks. POC Robert Justice

d. Letter to S&S director DUE August 15$^{th}$. POC Maggie Wood

13. POLICY AND REPORTS TEAM OUT BRIEF.

a. The Policy and Reports Team recommended that the 6-month report action memo on actions completed. They recommend completion by October 30$^{th}$. The ISSM Annual Report will be done next year. POC Cathy Tullis

b. An action memo from the Executive Council to all sites is due on September 15$^{th}$. Responses are due on Oct 7$^{th}$ from all sites. The policy team will consolidate the responses by Oct 20$^{th}$. POC Cathy Tullis

c. Comments back to FMC are due in two weeks.

d. The policy team will contact the FMC Council concerning the DEAR Clause by October 15. POC Cathy Tullis

14.    METRICS TEAM OUT BRIEF.

   a.  The Metrics team will establish goals and objectives. The objectives will help answer the following questions: how do you ensure culture change, customer satisfaction, distributed ownership, cost savings, and topical areas?  They also will identify specific measures of topical areas within Safeguards.  POC Teri Lovato
   b.  The metrics team will create measures for SSMIT.
   c.  The Metrics team will conduct a teleconference with the measurements committee.
   d.  Deliverable for the next meeting: draft measures of goals and objectives for SSMIT.
   e.  The team will discuss budget questions for NNSI representative, Jim Hickok.
   f.  ACTION BY SEPT 1$^{st}$ FAQs.  POC Teri Lovato

14.    NEXT MEETING.

   a.  The SMMIT will discuss the "How To" video, the ISM conference, and finalize the ISSM Guide and Metrics/Goal Development The SSMIT also will discuss deploying Federal ISSM and develop an ISSM role with Quality Panels.
   b.  WEDNESDAY, OCTOBER 3, 2001